



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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Health Director

Job Title:	Director of Community Health and Services	Job Category:	Full-time permanent
Department/Group:	Health	Department #:	600
Location:	Tofino, BC	Rate of pay:	\$85,000-\$100,000 annually
Reports To:	Tribal Administrator	Position Type:	Salary

Tla-o-qui-aht First Nation (TFN) seeks a strong leader in our search for a Health Director. Participating as a member of Tla-o-qui-aht First Nation’s senior management team and reporting to Tribal Administrator, the Health Director is also accountable to Tla-o-qui-aht First Nation members.

The Health Director is responsible for planning, organizing, and evaluating staff work, overseeing, and managing various areas, including community health programs, home care, mental health and wellness programs, and harm reduction programs. They manage the delivery of high-quality health and wellness services, providing residential, in-community, and in-home support and coaching. The role involves strategic planning, development, and leadership of the TFN Department of Health, serving the TFN community in primary healthcare, home and community care, maternal/child health, health promotion, child and family services, mental health, family development, addictions, counselling, and traditional medicines.

DUTIES AND RESPONSIBILITIES

The duties listed are provided in the areas of responsibility and are not intended to create responsibility limits but to help understand the scope of the position.

Leadership

- Strategically plan, organize, implement, maintain, and evaluate Health department services so that they are culturally relevant, safe, and effective.
- Provide hands-on involvement at all levels of service delivery; deliberately connect with the population served and staff to be aware of service barriers, challenges, and successes.
- Advocate for the health and wellness needs of the community.
- Coordinate intervention, directly or indirectly, in emergencies, trauma and crises.
- Promote a healthy lifestyle grounded in cultural traditions to health staff and community members.

- Act as a mentor and positive role model for staff and support the development of annual work plans.
- Promote Tla-o-qui-aht First Nation/First Nations concepts and traditions regarding wellness and healthy ways of being.

Compliance

- Verify that services and programs abide by applicable local, provincial, and federal laws as well as corporate policies, procedures, and processes.
- Verify that reporting standards adhere to funding bodies' specifications.
- Make sure the reporting is clear and sufficient, complete, and accurate.

Operations

- Develop, implement, and assess new services intended to fill in health services gaps by collaborating and negotiating with local and regional partners.
- Oversee and direct health personnel and contractors on a daily basis.
- Encourage a collaborative and cooperative work atmosphere through team building exercises, individual leadership that encompasses conflict management and resolution, and the promotion of lateral kindness.
- Serve as the "go-to person" for staff and the community with difficult and unsolved health and wellness issues.
- Ensure that preparation plans, pandemic plans, and health emergency management are in place and effectively communicated to the community they serve.
- Determine the community's health and wellness objectives and take appropriate action.
- Act as a go-between, convener, and connector for the community and its partners in the health system.

Administration

- Develop, implement, and evaluate culturally relevant and safe policies, processes, and procedures, including amendments as needed.
- Ensure financial management of programs and services, including compliance with all financial accountabilities and funding requirements.
- Manage the budget and financial reports of Health programs and services, including efficient utilization of the funding.
- Access and apply research and innovation to community health and wellness policies/programs.
- Proactively build and nurture collaborative and respectful working relationships with First Nations in BC, health and wellness partners, and government agencies.
- Utilize these relationships to assist TFN in achieving its health and wellness goals and objectives.
- Create, implement, evaluate, and monitor Nation-based community health and wellness plans, incorporating input from the community and other health system stakeholders.
- Write official correspondence on behalf of the TFN as required.
- Acts as an approving officer and oversight for approval of Health expenditures.

- Proactively seek diverse funding sources to sustain health and wellness programs, including grants and funding opportunities.
- Other duties as assigned.

EDUCATION & QUALIFICATIONS

- Bachelor's degree in human services, Health Sciences, or a related field
- Minimum five (5) years of recent and relevant leadership experience working in a First Nations health setting, including developing, implementing, delivering, monitoring, and evaluating health and wellness programs and services OR an acceptable combination of education, training, and experience.
- Minimum five (5) years managing employees.
- Willingness to complete the First Nations Health Directors Association Certification Program.
- Demonstrate a true understanding of Indigenous ways of knowing and being, the political, cultural, and spiritual protocols of the First Nations communities served.
- Possessing the ability to work respectfully and effectively within a First Nations service organization.
- In-depth knowledge of health/wellness challenges, relevant historical factors, and trauma, e.g., residential schools, intergenerational trauma, colonization, etc., and opportunities specific to the communities served.
- Demonstrate fluency, or willingness to learn, local Indigenous languages.
- Eagerness to develop solid and cooperative relationships with internal and external partners, customers, clients, and colleagues to foster understanding, collaboration and partnership.
- Current knowledge of the First Nations health system in BC and the tripartite relationships between Canada, BC and the FNHA.
- Demonstrated understanding of the Privacy Act and legislation applicable to the First Nations Health Departments, British Columbia's Employment Standards Act, and other legislation.
- Robust experience developing and maintaining departmental budgets by analyzing data, recognizing trends and patterns, and synthesizing financial data into meaningful terms.
- Strong strategic thinker with the ability to contribute to the organization's strategic performance, linking long-range vision and mission to daily work.
- A solid leader interested in developing individual and group goals, aligning goals with organizational objectives and building commitment from staff to this direction.
- Knowledge of the services, structures, legislation, regulations and processes regarding First Nations health and wellness in BC, including on- and off-reserve jurisdiction issues and decisions.

WORKING CONDITIONS

- Travel to other related locations will be required.
- Respond to after-hours and emergency calls.

- Required to work some non-standard hours to attend meetings or events; extended hours are required.
- Operates under minimal supervision with limited direction and feedback.

CONDITIONS OF EMPLOYMENT

- Successful criminal records check, including vulnerable populations.
- Valid class five BC Driver's License.
- Own a vehicle in good operating condition and with appropriate vehicle insurance.

BENEFITS

- Company pension
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Moving allowance assistance

Applications will be accepted until position filled.

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Lis Kingsley, Human Resources Manager

Email: jobs@tla-o-qui-aht.org

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.

Only applicants selected for an interview will be contacted.